

**United States District Court
For the District of Columbia**

Notice of Vacancy

Position: Official Court Reporter

Location: Washington, D.C.

Salary Range: \$59,395 to \$65,335

Opening Date: (Currently)

Closing Date: Open until filled

Position Overview

Official court reporters record each session of the Court and every other proceeding designated by rule or order of the Court or by a district court judge or magistrate judge. All proceedings are reported using electronic machine shorthand equipment or stenomask voice recognition technology. Electronic sound recording equipment must be used to augment this primary source of reporting cases. Court reporters are guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan for the District of Columbia and the Administrative Office's Court Reporters' Manual. A written knowledge examination and a test of candidates' speed skills (at RPR levels) will be administered at a date to be announced.

Qualification Requirements

Must have at least four years of prime court reporting experience in the free-lance field of service, in other courts, or a combination thereof. Additionally, all Official Court Reporters employed in this Court are required to possess a working knowledge of realtime reporting and to provide realtime feeds to judges.

Note: In addition to the starting salary for court reporters set by the Judicial Conference, an official court reporter is entitled to transcript fees from any party who has contracted with the court reporter for transcript services.

Desirable Characteristics

Successful candidate should be a self-starter, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Must work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing.

Benefits

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees and subject to a one (1) year probationary

period. Federal Government Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other Federal Government employees such as:

Accrue 13 days of paid vacation for the first three calendar years.

Ten paid national holidays per calendar year.

Participation in a pre-tax Federal Employees Health Insurance Program.

Participation in a Group Life Insurance, Long Term Care Insurance Program, Long Term Disability program.

Participation in a pre-tax Flexible Spending Account.

Participate in a Retirement Program with investments opportunities through the Thrift Savings Plan.

Mandatory EFT (electronic funds transfer) participation for payment of net pay.

How To Apply

Submit a cover letter and resume to:

Beverly Byrne

Court Reporting Supervisor

Room 6810

333 Constitution Avenue, NW

Washington, D.C. 20001-2802

Or send application to: dcd_HumanResources@dcd.uscourts.gov

Only qualified applicants will be considered for this position.

The federal courthouse has been designated a non-smoking area.

THE UNITED STATES DISTRICT COURT
IS AN EQUAL OPPORTUNITY EMPLOYER